



# 2024-2025 Business Office Overview

Location: Luther Hall 212    Office Hours: 8:30 a.m.-4 p.m.  
Email: [businessoffice@wartburg.edu](mailto:businessoffice@wartburg.edu)    Phone: 319-352-8411    Fax: 319-352-8247

The Business Office is the main contact for student account information, tuition payments, student payroll, check cashing (up to \$200), notary service, and adding money to your All-Campus Spending (ACS) account.

**All communication from the Business Office will be directed to the student's Wartburg email address.**

## BILLING STATEMENT (Student Account)

Tuition, housing, food, and fees are billed in both Fall and Winter terms. Additional tuition, housing, or food charges for May Term will be based on the student's status during Winter term. See more detail in the May Term section on the reverse side.

- E-Statements are made available starting in July for Fall Term and in December for Winter/May terms. These can be accessed online through [my.wartburg.edu](http://my.wartburg.edu) and Transact at any time. **Paper statements are not mailed.**
- Student accounts are the responsibility of the student, and all billing communications are addressed accordingly. Students may grant Transact access to authorized users (such as parents, guardians, or other trusted adults). Business Office personnel do not have the rights to grant access. For more information, go to <http://www.wartburg.edu/business-office/#pay> and click on the Transact Instructions PDF under the Payment Options section.
- Financial aid, loans in process, outside scholarships, future monthly payment plan amounts and/or charges are applied to your student account when these are received.
- Finance charges of 1.5% per month (18% annual percentage rate) are assessed on balances older than 30 days.

Federal loans, including Direct and PLUS loans, cannot be disbursed to the student account until the appropriate paperwork is complete. If an outside scholarship is anticipated, please make sure it is forwarded to the Financial Aid Office by the first day of class.

## FALL TERM DATES

March-August	Receive financial aid award notification from Financial Aid Office to access Net Partner.
May-July	Receive information on student charges and the Fall Term monthly payment plan. Receive student employment information.
July	Receive email to access estimated charges, less estimated financial aid. Receive email to sign up for the Fall Term monthly e-payment plan.
August	Receive email to access student's Fall Term bill, which is due Sept. 10.
Sept. 4	Fall Term classes begin.
<b>Sept. 10</b>	<b>Fall Term balance due.</b>
Oct. 30	Last day enrollment changes will result in adjustments to charges and financial aid.
November	2024-25 Winter/May terms class registration may be canceled if the student account is not paid or if the monthly tuition payment plan is not paid current to date.

## WINTER/MAY TERM DATES

December	Receive email to access estimated charges, less estimated financial aid. Receive information on the Winter/May term monthly payment plan.
January	Receive email to access student's bill, which is due Feb. 10 (Winter Term) and March 10 (May Term).
Jan. 6	Winter Term classes begin.
<b>Feb. 10</b>	<b>Winter Term balance due.</b>
<b>March 10</b>	<b>May Term balance due.</b>
March 10	Last day enrollment changes will result in adjustments to charges and institutional/state aid.
March-April	Student account balances will be reviewed. If a student's account balance exceeds \$2,500.00 and they are not in an active and current monthly payment plan, then the student may have a financial hold/restriction placed on their account that could result in: <ul style="list-style-type: none"> <li>• Cancellation of a May Term travel course.</li> <li>• A hold on registration for 2025-26 classes.</li> <li>• The removal of their preferred 2025-26 housing choice.</li> </ul> Students dropped from May Term travel courses will be responsible for any nonrefundable expenses per their signed May Term Travel Financial Responsibility Form.
March 25	Last day enrollment changes will result in adjustments to federal aid.

## MONTHLY PAYMENT PLAN

Wartburg College has partnered with Flywire to provide a secure and easy way to set up an interest-free monthly payment plan. This payment plan is designed to spread the remaining balance due into three to five monthly payments per term. There will be a \$30 non-refundable set-up fee per plan. Students can add authorized users (such as a parents, guardians, or other trusted adults) to the plan. Enrollment will open mid-July for Fall Term, with payments due August 5 – December 5, and then open again mid-December for Winter/ May terms, with payments due January 5 – May 5. Once enrollment opens for the term, emails with sign-up information will be sent to students. Finance charges are waived for the duration of the active payment plan period. **Note: This is a different payment system than Transact and requires its own login and password.**

## MAY TERM

Tuition: No additional tuition charge if student was enrolled full-time for all of Winter Term  
Housing: No additional housing charge if student lived on campus or at Wartburg West for all of Winter Term  
Food: No additional food charge if student had a food plan for all of Winter Term  
Travel Course: Additional charge on student's account; this must be paid in full by March 10 or registration may be canceled; some/all of the travel charges may be non-refundable; additional loans may be offered to cover the cost of this course.

## BOOK CHARGES

For enrolled courses, students will be allowed to charge the adopted course materials to their student account when ordering online at [Wartburg.TextbookX.com](http://Wartburg.TextbookX.com). They may charge up to \$1,000 for Fall (Aug. 1-Sept. 30) and Winter Term (Dec. 1-Jan. 31) and up to \$250 for May Term (April 1-May 3). Charges will be reflected on the student account within one week of purchase.

## STUDENT EMPLOYMENT

All full-time degree-seeking students are eligible to participate in the student employment program regardless of their Federal Work-Study (FWS) or Campus Employment (CE) eligibility. Students are responsible for securing their own on-campus job, with the assistance of the Student Employment Office, and working the respective number of hours per week to earn their full student employment award, as noted on their financial aid offer letter. These awards are not automatically applied to students' tuition accounts. Students will be compensated on the 14th of each month for hours worked in the previous month (i.e. Paid October 14th for hours worked September 1st-30th). Students are required to sign up for direct deposit, the student payroll deduction agreement, or a combination of both. No paper paychecks will be issued. Direct deposit is the electronic transfer of wages to a student's personal checking or savings account at a banking institution of their choice. The Student Payroll Deduction Agreement is the electronic transfer of a percentage (25%, 50%, 75%, or 100%) of wages to their student account each month. Finance charges will be suppressed for the duration of the payroll deduction agreement, as long as wages are being applied to their student account each month.

## OTHER LOANS

There are federal student loans such as Federal Direct Loans and Parent PLUS Loans. In addition, there are a variety of alternative student and parent loans that have helped many families cover the cost of education. See the Financial Aid website at [www.wartburg.edu/loans/](http://www.wartburg.edu/loans/) for more information about these loans.

## WITHDRAWAL FROM SCHOOL

When a student withdraws from Wartburg College, the withdrawal process needs to be completed with the Dean of Faculty's Office. If a student withdraws from classes during the current term before 60 percent of the term is completed, financial aid and charges will be adjusted according to the refund policy published in the Academic Catalog.

## OTHER INFORMATION

- The All-Campus Spending account is a college debit card (the student I.D. card). Students can load money onto and use in various locations on campus, including The Wartburg Store and dining facilities.
- Students should check their insurance coverage to ensure their personal property is covered.



*Wartburg College is dedicated to challenging and nurturing students for lives of leadership and service as a spirited expression of their faith and learning.*

# Wartburg College

## Financial Aid Office

**Location:** 212 Luther Hall  
100 Wartburg Blvd  
Waverly, IA 20677

**Office Hours:** 8:30am – 4:00pm  
**Summer Hours:** 8:30am – 3:30pm

**E-Mail:** [finaid@wartburg.edu](mailto:finaid@wartburg.edu)

**Phone:** 319-352-8262

**Fax:** 319-352-8247

### Staff:

Jen Sassman	Director
Seth Gage	Associate Director
Gina Meyer	Loan Manager & Systems Coordinator
Denise Sauerbrei	Senior Financial Aid Counselor
Sheryn Boos	Manager of Scholarships, Outreach, & Communication

### Financial Aid Application:

Students interested in receiving federal, state and/or institutional aid must reapply for aid each year. Students new to Wartburg College need to be accepted through admissions and complete the Free Application for Federal Student Aid (FAFSA). Returning students must complete the FAFSA electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). It is important to note that income and tax information from two years prior is used to complete the FAFSA. For example, the 2024-2025 FAFSA will use 2022 income information. Wartburg strongly encourages students to file the FAFSA by May 1<sup>st</sup> to ensure full consideration for aid. The state deadline for Iowa residents is July 1. Out of state students are not eligible for state aid.

### Federal Verification:

Approximately one-third of FAFSA applications are selected for a process called verification. The Wartburg College Financial Aid office is required by federal regulations to collect additional documents and “verify” that the FAFSA was completed properly. Verification is a routine process, so there is no need to be alarmed if you are selected. New students selected for verification are sent an email prior to their SOAR (Student Orientation, Advising, and Registration) date directing them to complete and submit the required information at SOAR. Returning students selected for verification are required to submit the necessary materials before their financial aid award for the next year can be determined.

### Financial Aid Award Offers:

Award offers, indicating federal, state, and institutional aid available to students are sent each academic year. Once the award offer has been prepared, students will receive an email notification and be directed to access their award on Net Partner via the Finance tab on my.wartburg. Once in Net Partner, students need to accept, decline, or reduce each fund.

### Sources and Types of Financial Aid:

- ❖ **Sources:** Financial aid is available from the federal and state governments, Wartburg College and outside sources. Students who complete the financial aid application process will be considered for federal, state, and institutional aid. Outside aid can be applied for through various outside agencies such as employers, clubs, foundations, and churches. It is recommended that online search engines and scholarship research agencies be used only if there is no fee associated with the service. Outside scholarships that come to our attention are posted on our Wartburg College Financial Literacy Facebook page. Students should notify the Financial Aid Office of gift assistance from outside organizations by completing the Outside Scholarship Form. Although outside scholarships typically reduce the students’ out of pocket cost, on rare occasions the original financial aid offer may require adjustment to comply with federal guidelines.

❖ **Types:**

- **Scholarships and Grants:** This type of “gift” assistance does not have to be repaid. Federal, state, and institutional eligibility is automatically verified using the results of the FAFSA. Students are strongly encouraged to seek assistance from outside organizations.
  
- **Self-Help:** This type of aid is in the form of work or loans.
  - **Student and/or Parent Loans**
    - Subsidized and Unsubsidized Federal Direct Loans Prior to receiving your first Federal Direct Loan, two online forms will be required: a Federal Direct Loan Master Promissory Note and Entrance Counseling. Both can be completed at [www.studentaid.gov](http://www.studentaid.gov) and only need to be done once.
  
    - Parent Loan for Undergraduate Students The following steps are required for the parent: a Federal Direct PLUS Application, a PLUS Master Promissory Note (only once for new borrowers). The application and promissory note can be completed at [www.studentaid.gov](http://www.studentaid.gov). The PLUS process should be completed by July 15 to ensure funds are available during the first week of classes.
  
    - Private Loans Students and/or parents can research and apply for an alternative loan offered from a variety of financial institutions using the FASTChoice link located at [www.wartburg.edu/loans](http://www.wartburg.edu/loans). The list of loans is not an all-inclusive list and does not imply endorsement by Wartburg. Wartburg will certify a loan from any lender you determine best meets your need, even if they are not on the list.
  
  - **Student Employment**

All full-time students are eligible to work on campus and can find jobs on our job board at [www.wartburg.edu/handshake](http://www.wartburg.edu/handshake). Jobs will be posted for the coming year as early as mid-July. Students will have their wages deposited directly into their bank accounts. Students may elect to have all or a percentage of their wages applied toward their tuition bill by filling out the Student Payroll Deduction Agreement in the Student Employment Office. Actual earnings depend on hours worked.

**Remaining Balance Options:**

The **remaining balance** listed on the award offer is the amount of out-of-pocket expenses left after all aid has been applied. In addition to the financial aid options listed above, Wartburg College also offers an interest-free monthly payment plan. This can be set up by contacting the Wartburg College Business Office ([businessoffice@wartburg.edu](mailto:businessoffice@wartburg.edu), 319-352-8411).

**How and When Financial Aid is Disbursed:**

All scholarships, grants and loans awarded by the financial aid office and accepted by you will be credited directly to your student account. This occurs after the start of each term. Campus employment, including Federal Work Study, will not automatically credit to your student account, rather it is paid via student payroll each month. Outside scholarships/loans are not credited until the funds are received from the donor/lender. Should you discontinue enrollment, appropriate adjustments will be made to your award in accordance with the refund and return policies of Wartburg College and the U.S. Department of Education.

**Consumer Information:**

Consumer Information is available at [www.wartburg.edu/consumer](http://www.wartburg.edu/consumer). This information contains statistics, policies, and programs at Wartburg College, which includes but is not limited to, the Annual Security Report and the Annual Fire Safety Report. Please contact the Financial Aid Office with questions or to request a paper copy.